



Washington National Records Center

4205 Suitland Road Suitland, MD 20746-8001

September 4, 2001

Dear Records Officer:

We will close our FY 2001 accession register on October 1, 2001. Please submit now all SFs 135 for accessions with a Fiscal Year 2001 accession number. We suggest that you begin assigning Fiscal Year 2002 accession numbers to new SFs 135 if you are not certain that we will receive the SFs 135 by October 1, 2001. Please remember to submit the original and one copy of the SF 135.

It is also very important that your boxes are ready for shipment when you submit your SF 135. We assign a location to the accession when we approve your SF 135. Please do not change the number of boxes in the accession after we approve the accession. To use the empty spaces in the Center most effectively we match the accession to an empty space. If you add or remove boxes from the accession after we have approved the SFs 135, we must delete the original location and assign a new space.

To ensure that we can provide space for your records, as you need it, we only hold space for an accession for 90 days from the date of approval of the SF 135. If we have not received the boxes within 90 days, the space is available for other accessions.

Please remember to submit the original and one copy of the SF 135, have your records ready for shipment, and send your records into the Center within 90 days of approval.

If you have any questions, please call Brian Woodall on (301) 457-7040.

Sincerely,

JUDITH A. BARNES

Chief, Accession and Disposal Branch